



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	10-19-10	AGENDA REQUEST NO:	III-H
INITIATED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER <i>KST</i>	RESPONSIBLE DEPARTMENT:	PARKS & RECREATION DEPARTMENT
PRESENTED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER	DEPARTMENT HEAD:	JIM BROWNE, DIRECTOR OF PARKS & RECREATION <i>JB</i>
		ADDITIONAL DEPARTMENT HEAD (S):	N/A
SUBJECT / PROCEEDING:	MOWING CONTRACT WITH BIO LANDSCAPE AND MAINTENANCE AUTHORIZE CHANGE ORDER		
EXHIBITS:	CHANGE ORDER #1		
CLEARANCES		APPROVAL	
LEGAL:	N/A	EXECUTIVE DIRECTOR:	N/A
PURCHASING:	TODD REED, PURCHASING MANAGER <i>(P)</i>	ASST. CITY MANAGER:	KAREN DALY <i>kd</i>
BUDGET:	BRYAN GUINN, <i>BH</i> BUDGET MANAGER	CITY MANAGER:	ALLEN BOGARD <i>kd</i> FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		77,500	
CURRENT BUDGET: \$		77,500	
ADDITIONAL FUNDING: \$		N/A	
RECOMMENDED ACTION			
Authorize Change Order Number 1 to Bio Landscape and Maintenance in an amount not to exceed \$77,500.			

EXECUTIVE SUMMARY

With the addition of RiverPark in FY10, an additional \$78,105 was included in the 2010 budget to mow the U.S. 99 right-of-way adjacent to RiverPark. Unfortunately, the additional funds were awarded to the landscape beautification contract performed by Texas Lawn and Landscape instead of the mowing contract performed by Bio Landscape and Maintenance.

Change Order #1 will increase Bio's mowing contract by \$77,500 in order to complete payments to Bio for work done in FY10, which includes the additional mowing of U.S. 99. Funds are available to pay this change order in the Parks and Recreation Department budget.

It is recommended by the Parks and Recreation Department that the City Council approve Change Order #1 to Bio Landscape and Maintenance. It has been verified that the contract renewals that were adopted by the City Council on October 5th had the correct amounts for FY11.

EXHIBITS

**NON-CIP CHANGE ORDER REQUEST
FORM R**

Date: 10-07-10
P.O. #: 098429

Change Order #: 1
Department: Parks & Recreation

Requested By: Kimberly Terrell
Contractor: Bio Landscape and Maintenance

Phone Ext: 2882
Contract Date/Time: Oct. 1 2009 –
Sept. 30 2010

Change Order Description:

With the addition of RiverPark in FY10, \$78,105.00 was included in the 2010 budget to mow the U.S. 99 right-of-way adjacent to RiverPark. Due to an accounting error, this money was included in the landscape beautification contract and not the mowing contract.
Change order #1 will increase Bio's contract by \$77,500 in order to complete payments to Bio for work done in FY2010 which includes mowing of U.S. 99.

Price Impact:

A. Original Contract Amount:	<u>\$310,000</u>
B. Current Change Order Amount:*	<u>\$77,500</u>
C. Previous Change Orders:	<u>0</u>
D. Cumulative Change Order Amount (B + C): **	<u>\$77,500</u>
E. Percent of Original Contract (D ÷ A):	<u>25%</u>
F. Revised Contract Amount (A+D): ***	<u>\$387,500</u>

* Change orders in excess of \$25,000 must be taken to City Council for approval.

** Cumulative change order amount (Line D) must not exceed 25% of original PO amount.

*** If new purchase order total (Line F) exceeds \$50,000 and original purchase order amount (Line A) is less than \$50,000, change order must be taken to City Council for approval.

Schedule Impact:

Original Contract Time (Days):	<u>365</u>	Original Completion Date:	<u>September 30, 2010</u>
Current Change Order (Days):	<u>0</u>		
Previous Change Orders (Days):	<u>0</u>		
Revised Contract Time (Days):	<u>0</u>	Revised Completion Date:	<u>September 30, 2010</u>

Vendor Acknowledgement: _____

Date: _____

CITY CLEARANCES

Program Manager: _____ Date: _____
Required only if Line B ≤ \$3,000

Budget Approval: _____ Date: _____
(Required only if Line B ≥ \$3,000)

Department Head: _____ Date: _____
Required only if Line B = \$3,000- \$14,999.99

Purchasing Approval: _____ Date: _____

CM/ACM/ED: _____ Date: _____
(Required only if Line B = \$15,000-\$24,999.99)

City Secretary: _____ Date: _____